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50-3643

TO: Acting Deputy Director (Support)

SUBJECT: Proposal for Headquarters-wide Files Cleanup Campaign

This staff study contains a recommendation in Paragraph 5 for your approval.

1. PROBLEM:

Should a headquarters-wide files cleanup campaign be conducted?

2. FACTS:

- a. The Department of the Navy carried out several satisfactory records cleanup campaigns. (TAB A)
- b. The Department of Commerce conducted two successful cleanup campaigns which increased efficiency and produced tangible savings of over \$300,000. (TABS B and C)
- c. Both the Navy and Commerce campaigns were launched by the Secretary of Navy and Commerce, respectively, and the details organized, directed, and conducted by the Bureau Chiefs and their supervisors. Records Control Schedules and a continuing Records Management Program were in operation years before the campaigns.
- d. The ratio of records in Commerce and in CIA headquarters is almost identical. cubic feet per employee.
- e. Today's volume of 110,000 cubic feet of records in headquarters and the expected increase during the next 3 years will require 60,000 square feet more floor space in the new headquarters building than is now allocated for files. (TAB D)
- f. During Fiscal Year 1958, 431 pieces of safe-type filing equipment costing \$178,900 were ordered.
- g. Records Control Schedules, providing for the retirement or destruction of inactive records, now cover all headquarters offices.

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- h. An additional 30,000 cubic feet of bulk storage space for headquarters inactive records has been provided by the recently completed Records Center Annex.
- i. Every Operating Office in headquarters has a designated Area Records Officer.

3. DISCUSSION:

- a. The Department of the Navy believes its campaigns stimulated records disposition activity and established a records consciousness among its employees.
- b. The Department of Commerce disposed of 7% of its records during its first cleanup campaign and 18 months later disposed of another 11%. The increased disposal activity during the second campaign stemmed mainly from the concentration on records disposition and the application of records control schedules. The Department's Records Officers see in the results of the last campaign an increased awareness of the advantages of records control and records disposition.
- c. If, like the Department of Commerce, CIA disposed of 10% of its headquarters records, an anticipated expenditure of over half a million dollars for filing equipment could be prevented.
- d. The Records Control Schedules that cover the 110,000 cubic feet of headquarters records are relatively new. Several are slightly over a year old. The ages of others range progressively up to five years. Despite the youth of our schedules, our Records Disposition Program rates high among Government agencies. However, increased records consciousness and a fuller appreciation of the Records Disposition Program among more supervisors and employees could increase the current records disposition rate and remove many cubic feet of inactive records from headquarters offices.
- e. Substantial reductions in today's safe cabinet requirements could benefit the Agency financially in the immediate future. The Office of Logistics has stated that if a sufficient number of safes are returned to stock early this fiscal year, a "stop order" will go out eliminating some of the 431 safes ordered during the last month of Fiscal Year 1958. Four-drawer safes now cost \$428 each.

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- f. A recent examination of 3,000 Security Check Sheets revealed that 5% of the safes concerned had not been opened for periods of 30 to 60 days or had been opened only once or twice during some months. This brief review has already recovered \$3,000 worth of safes in the first two offices to follow-up on these findings. Comparable results in other offices are expected soon.
- g. Another recent survey, this one in the Office of the Economic Intelligence Committee Secretariat, ORR, reduced their safes from 11 to 8. The action was initiated by the ORR Records Officer and Records Management Staff who worked jointly with Secretariat personnel to carry out their Records Disposition Schedules.
- h. Many cases could be cited wherein Area Records Officers, the Records Management Staff and Operating Office personnel have worked together in a concerted effort to correct existing records procedures. There always existed an excellent atmosphere of collaboration towards the mutually sought goals of improved management of active records and quicker more efficient disposition of inactive records.
- i. Area Records Officers have expressed enthusiastic support of the proposed files cleanup campaign. They believe a campaign centered on records disposition and supported by top Agency officials will serve as an education for all and gain for the Area Records Officers continuing support within their offices.

4. CONCLUSIONS:

- a. Agency-wide cleanup campaigns of other Federal agencies have been successful.
- b. There exists a potential for immediate benefits from a files cleanup campaign within CIA headquarters.
- c. A files cleanup campaign would have the long-range effect of increasing records consciousness and stimulating continued records disposition activity.

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- d. The existing Records Management Program at headquarters provides the necessary framework to conduct a successful files cleanup campaign.

5. RECOMMENDATION:

- a. That there be conducted in headquarters a file cleanup campaign as described in TAB E.

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Chief, Management Staff

ANNEXES:

- TAB A - Department of Navy Records Cleanup Campaigns
- B - Department of Commerce Operation Paperwork, Oct. 1956
- C - Department of Commerce Spring Housecleaning Campaign, May 1958
- D - Anticipated Deficit of Floor Space for Records and Files in the New Building
- E - Guide Lines for Proposed Files Cleanup Campaign

The recommendation shown in Paragraph 5 is approved.

H. GATES LLOYD
Acting Deputy Director (Support)

Date

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